

CHAP Writers' Guidelines for Submitting Articles for the CHAP Magazine and CHAP Websites

CONTENT

Article submissions for the *CHAP Magazine* and CHAP websites must have direct relevance to the Pennsylvania home educator. There are many subjects of interest to home educating families; however, due to space limitations, we must concentrate on issues related to home education. Articles must support and promote parent-led, family-funded, relationship-based home education. In addition, articles must not conflict with a biblical worldview or CHAP's Statement of Faith. Articles of 500-1200 words that closely follow the guidelines below have the best chance of being selected for inclusion in the *CHAP Magazine*. Articles that offer encouragement to home educating parents as well as practical, subject-specific "how-to" type articles are of most interest to us. It is generally best to contact the editor to inquire about a subject and share the idea for your article with us before you invest a lot of time writing.

LEGALITIES AND COMPENSATION

CHAP does not pay to publish articles, reprints, continuing columns, or reviews in our magazine or on our websites. When you submit an article that is published by CHAP, you grant us permission to publish that article along with a short bio in the *CHAP Magazine* and/or on the CHAP websites. You retain all other rights. Anyone contacting us for permission to reprint your article will be given your contact information so that they may contact you directly for permission to reprint.

Please put the copyright notice at the end of your work, including the copyright word or symbol, the year, and your name. (i.e. Copyright 2009, William Jones or © 2009 William Jones, Jones Publishers).

We would prefer that you not allow the article to appear in any other venue for at least one month after our publication date. However, that is only a request.

For articles included in the *CHAP Magazine*, one copy of the completed magazine in which the author's article appears is automatically mailed to the author as soon after the publication as possible. If you would like extra copies, please contact us and we will do our best to accommodate your request.

ACCEPTANCE FOR PUBLICATION AND DEADLINES

Publishing works slowly. It could take several months before an article is accepted or rejected. If you are writing something on a timely subject, please understand that we work several months ahead for each issue.

You will find the submission deadline schedule below. However, please note that there is no guarantee that your article will run in a particular issue. The earlier we receive an article, the better.

ARTICLE SUBMISSION DEADLINE SCHEDULE

ISSUE	SUBMISSION DEADLINE	MAILING DATE
Spring (Convention Issue)	February 1	March 22
Summer	May 1	June 22
Fall	August 1	September 22
Winter	November 1	December 22

EDITING

Our philosophy of editing is that the editor should do their work invisibly. Any changes an editor makes should not change the integrity of the author's style or intent.

We edit for grammar and spelling. If the edits are minor, we do not refer them back to the author for approval to make the edits. If there is a technical question or if we may be altering meaning by making a change, we will check with the author first. If we believe a significant change needs to be made without a major re-write, we will check with the author first. If we are interested in the article, but feel that it needs a major revision due to lack of clarity, poor writing, lack of focus, or inappropriateness, we will send it back to the author to request that it be rewritten.

STYLE

Please follow these guidelines for style issues:

A. Our organization name is always "Christian Homeschool Association of Pennsylvania (CHAP)" on the first mention and "CHAP" on subsequent mentions. Note no periods in "CHAP."

B. We capitalize all proprietary words (i.e. CHAP Convention, CHAP Members, etc.)

C. Paragraphing for a magazine or newspaper is different than for an essay or book. While you still want to be aware of paragraphing for content, paragraphing is used more for visual clarity. The editor may create more paragraphs than you have in your original article submission for this reason.

D. A more extensive style sheet is included later in this document. Please refer to it for additional style instructions.

FORMAT

Please submit your copy by email either as a file attachment in Microsoft Word or in the body of your email message to **editor@chapmag.com**. It is also a good idea to email a PDF file with formatting if you have titles, foreign words, or any special formatting needs, since these may be lost in the email transmission.

Formatting Guidelines

- Include the title of your article on page one.
- Include your name, mailing address, phone number, and email address on page one.
- Use one space after end punctuation.
- Please limit use of other formatting such as bold or italics. It does not translate and produces extra work for the person doing the layout.
- Please include a brief bio ... 50 words or less is best. 100 word maximum as space allows. Include two or three short sentences about yourself containing information such as the year you began homeschooling, number of children you have, what leadership positions you hold, books you've written, etc.
- Please email us a professional photograph of yourself (high resolution required for the magazine).

CONTACT

Thank you for sharing yourself with the home education community!

If you have questions or wish to discuss an article idea, please contact:

Don and Darlene Catlett

CHAP Editors

editors@chapmag.com

570-575-3799

CHAP Style Sheet

Publication Title	<i>CHAP Magazine</i>
Homeschool is one word	The word “homeschool” and all of its variations are always spelled as one word: homeschool, homeschooler, homeschooling, homeschooled.
CHAP Proprietary Terms Are Always Capitalized	CHAP Convention, CHAP Members, and any proprietary CHAP event title (i.e. CHAP Homeschool Annual Convention) are always capitalized.
Use Comma Before Final Conjunction	Use a comma before the final conjunction (and, or) in a series (i.e. “A pencil, a protractor, and a compass were all used by the student.”).
Numbers	Numbers one through nine should be written out. Numbers 10 and greater should be in Arabic form.
Internet terms	Website, online, and email are each written as one word without hyphenation. Internet is capitalized.
Titles	Book and magazine titles should be italicized. Place series titles in quotes.
Capitalization	<u>Do not capitalize:</u> godly, biblical, scriptural, gospel (as in gospel music), mom or dad unless it can be replaced with their name in a sentence, position titles unless they precede a name <u>Capitalize:</u> the Bible, the Scriptures, the Gospel of Christ or the Gospel of Salvation, He or Him when referring to God, Jesus, or the Holy Spirit, proper nouns, organization titles
Plurals	1700s, CDs, DVDs (no apostrophe)
Punctuation	<ul style="list-style-type: none"> • Do not use commas after short introductory phrases such as “Instead” or “Of course.” • Do not use commas in short appositives such as “My husband John.” • Always place commas and periods inside the quotation marks. • Always place semicolons and colons outside the quotation marks. • Place question marks, exclamation points, and dashes inside the quotation marks when they apply to the quote only or to the quote and the entire sentence at the same time. Place them outside the quotation marks when they apply to the entire sentence only. • Limit the use of exclamation points.
Time and Date	<ul style="list-style-type: none"> • AM or PM is preferred, but a.m. or p.m. is acceptable (all lower case with periods). • Do not use ordinal numbers for dates when including the year (i.e. write May 8, 2009 not May 8th, 2009). • Include a comma after the day before the month (Monday, May 8, 2008).
Convention Specialty Words	<ul style="list-style-type: none"> • NOUN OR ADJECTIVE: set-up, tear-down, check-in, pick-up • VERB: set up, tear down, check in, pick up • HYPHENATE: pre-register, pre-registration